Overview:

Below are instructions for using MyPrinting with OS X.

**How to print using OS X:**

1. Print as you normally would from the application.
2. A dialog box will prompt you to enter your WVU username and a job description. If you are using a print/departmental card, enter the nine digit number printed on the front of the card for your WVU Username.

3. Click **Print** at the bottom of the dialog box.
4. Pick any available Bizhub machine in the building.
5. Swipe your Mountaineer ID Card on the card swipe located on the right side of the machine.
6. At the menu touch the **Print** button.
7. Highlight the documents you want to print by touching them. A yellow box will appear on the print jobs you have selected.

8. Press the **Start** key to print the selected documents.

9. Press the **Access** button to logoff the machine so that another person cannot charge to your Mountie Bounty account.